

**Draft Action/Summary Minutes
City of Sedona
Planning & Zoning Commission Meeting
City Council Chambers, Sedona City Hall, Sedona, AZ
Tuesday, April 19, 2011 - 5:30 p.m.**

(5 minutes 5:30 - 5:35 for agenda items 1-4)

1. **Verification of Notice, Call to Order, Pledge of Allegiance and Roll Call**
Chairman Losoff called the meeting to order at 5:30 p.m.

Roll Call:

Planning & Zoning Commissioners: Chairman Marty Losoff, Vice Chairman John Griffin and Commissioners Eric Brandt, Michael Hadley, Geoffrey Messer and Norm Taylor

Staff: Kathy Levin, John O'Brien, Donna Puckett and Mike Raber

Council Liaison: Councilor Mike Ward

2. **Commission/staff announcements and summary of current events by Chairman/staff.**

John O'Brien announced that one applicant filed for the Commission's vacancy by the deadline, and it is his understanding that this applicant will be interviewed, and if that person checks out, it will be referred to Council.

3. **Approval of minutes for the following meeting: Thursday, March 31, 2011 (WS)**

MOTION: Vice Chairman Griffin moved to accept the minutes for the March 31, 2011 work session. Commissioner Messer seconded the motion. **VOTE:** Motion carried six (6) for and zero (0) opposed.

4. **Public Forum – for items not listed on the agenda within the jurisdiction of the Planning and Zoning Commission – limit of three minutes per presentation. (Note that the Commission may not discuss or make any decisions on any matter brought forward by a member of the public)**

The Chairman opened the public forum and having no requests to speak, closed the public forum.

5. **Discussion regarding the Sedona Community Plan Update process and status of the Citizens Steering Committee. (30 minutes 5:35 – 6:05 p.m.)**

Presentation, Mike Raber: Indicated that the Citizens Steering Committee has met three times since his last update to P&Z, and they are focused on their first community-wide event on Thursday, May 19th at 7:00 p.m. at the Creative Life Center, and then they are doing a repeat of that at the same place on Saturday, May 21st at 10:00 a.m., so we hope to see some of you there.

Mike explained that they are hoping for an event that is both informational and inspirational, and it will be looking at why the Community Plan is important, what we have accomplished, why community participation is vital and what planning can achieve in a variety of settings. It also includes some DVD and PowerPoint slides. The focus is going to be on audience participation throughout the program, and they are going to rely more on follow-up meetings during the summer and maybe some additional ways for the community to dialogue with us on issues and needs, etc.

Mike added that they are also working on a major website change and a different way of organizing community input that should help keep track of all of the comments. His last update indicated that they were working to get this event put together and planning for the next series. The Planning & Zoning Commission should also be receiving all of their packet materials.

Summary Discussion:

Chairman Losoff indicated there has been discussion about making sure we utilize social media, and there is a Working Team that met with several people from the City about what we can or can't do. Mike Raber explained that one of the Working Teams is looking at coordination needs and

Chairman Losoff is on that Working Team as well as Jon Thompson, who is the Vice Chair of the Committee, and Jon has offered to create a draft policy that we can run by the Citizens Steering Committee for their possible endorsement, so it can be taken to Council to reconsider the policy on social media. Currently, the Council's policy is that we don't do that, but if we have something more specific that outlines the security and what it would take to monitor that, it might be something the Council would be able to consider.

Chairman Losoff indicated it is just one of the tools that the Committee and Council could use to keep informed by the public and to inform the public, whether it is Facebook or one of the others. There are legal consequences and some limitations, since we are under the Open Meeting Law, etc., so we will find out, but there is openness from the Committee and the City to see how we could do it within the limitations.

Chairman Losoff indicated that the Committee is entering into the meat of the issues now. With the two public meetings in May, they will start to see how ideas, suggestions and information begin to flow, so they are anxious to see the feedback received and how it moves forward. Initially, they were going to be kind of laid back during the summer months, but a couple of meetings ago, the Committee felt they should keep going. There is no reason to wait until the fall; people will come and go in the summer and the fall, so there was no reason to wait. They have to keep reminding themselves that it is a two-year process and it won't happen overnight.

Commissioner Hadley indicated it has understandably taken awhile for the Committee to get established, and asked if there is any problem with the timeline. Mike Raber indicated no, they are more or less on track. They might be a little behind, but initially, they weren't sure when the first event would be scheduled with the community and what it would be like, etc., so he would say that they are pretty much on track.

Commissioner Taylor indicated that after the meeting was over a few weeks ago, he suggested that they consider showing some media in Harkins before the movies start, and the Chairman indicated that no one had suggested that, but there might be some problems with that. This time he commented on the logo. The Commissioner explained that the logo has "Imagine" and "Sedona" intersecting and underneath Sedona, it says "2020 and Beyond", and he thought "Imagine" and "2020" should dominate with "Sedona" kind of subdued, but they would have to see if that works.

Mike Raber indicated that a big step today was getting basic agreement on a logo, which isn't a big deal until you have a committee working on it, but they really did a good job in a short amount of time. There is still a little tweaking to do and one of the things we discussed was flipping it, but one of the problems was that it didn't leave room in the same space to put "2020 and Beyond". The Slogan is "Imagine Sedona 2020 and Beyond", and now we have a logo for that, but it will be tweaked a little.

Commissioner Taylor indicated it is hard to do; something for letterhead is one thing, but for a flag flying from a mast is something else, and it is perhaps hard to have something that works both ways. Chairman Losoff noted that we are sometimes micromanaging this to death, but if you redo "Sedona" on the bottom, you would have more room for "2020 and Beyond". It was an interesting discussion and there aren't any bashful people on the Committee, so everyone has an opinion on every subject; however, the Chairman is doing a good job of keeping the Committee moving and trying to stay within time limits.

Commissioner Taylor commented that he thought the grid was a really good idea. Mike Raber explained that it is an information matrix that Elemer Magaziner brought to the Committee as a way to organize the input received and help keep track of that, because it is always a chore to take all of what is heard and figure out how to put concise thought processes together. The grid is a way to do that by having people actually provide additional information when they make the comments, which helps set up the matrix and helps the Committee know where the person is coming from, when the comment is made.

Chairman Losoff thanked Commissioner Taylor for observing the meeting and noted that the meetings are open to anybody. With the social media issue, Jon Thompson has a background in publishing and volunteered to take the lead on that, which helps relieve some of the burden on staff, and in the case of the matrix, Elemer Magaziner is taking the lead on that to again relieve the burden on the staff, so those are two elements that will be handled by members of the Committee, and that is what Committees are all about -- people not sitting and talking, but actually doing some of the work, which is appreciated.

No legal action was taken.

6. Public comment regarding the Community Plan update. (10 minutes 6:05 – 6:15 p.m.)

The Chairman opened the public comment period and having no requests to speak, closed the public comment period.

7. Discussion of possible Planning and Zoning Commission priority projects and activities. (15 minutes 6:15 – 6:30 p.m.)

Chairman Losoff indicated that he had talked to John O'Brien about this agenda item, because he thought it might be good to have an item on the agenda where the Commissioners could talk about issues that have come up. We might be sitting in a meeting and an issue comes up or an idea comes to mind that we want to discuss, but it is not on the agenda, so he had asked if there was something we could put on the agenda that would give us an opportunity to talk about something, whether it is a project, an idea, etc.

John O'Brien explained that he talked with Ron Ramsey, because with the Open Meeting Law, we have to ensure that the public is noticed of the specific topics to be discussed, so Ron suggested a two-tiered approach. First, we can have this item on your agenda for every meeting as a general discussion of priority projects and activities, and for example, if Commissioner Taylor brings up a topic he wants to discuss and we talk about it briefly in very general terms, then in the next agenda, we would place that specific topic on the agenda for discussion. It is almost like a future agenda item, but a little more than just the future meeting dates and what is on those future agendas.

John explained that in the two-tiered approach, someone may suggest amending the Parking Code or Commission Orientation, as examples, and then that item would be put on the agenda for the next meeting. Chairman Losoff added it could be a critique of a meeting or a particular issue or project. There are times we don't say something, because it is an open meeting or we don't get to it or it isn't on the agenda, and there are times we get a call before or after a meeting wanting to talk about something, and now with this item, we could bring those up and move it forward in a formal matter.

John O'Brien agreed that in a future meeting we could get more into the details, but we can at least identify some of those topics that some Commissioners may want to discuss, and then put it on the agenda for the next meeting.

Chairman Losoff then asked the Commissioners if there was any topic to bring forward for the next meeting, and Commissioner Taylor suggested what came up at the recent work session about the Uptown setback regulation and possibly modifying that to allow the buildings to come forward to the property line or in some arrangement relative to the sidewalk. Additionally, another thing he would like to know more about is parking and what is happening with trying to get some organized parking going, because it bothers him that in that project, we arrived at a little dead-end parking lot behind a building and that isn't the way to handle parking in Uptown.

Vice Chairman Griffin noted that there are some issues that are time sensitive for staff to put things together, so he is unclear as to what level we are talking about, like let's rewrite the Zoning Code. John O'Brien explained that he sees it more like the topic Commissioner Taylor is talking about, like a special overlay district for Uptown. Staff could bring that to the next meeting and talk about the history of that and some of the specific items that apply to Uptown that don't apply to the rest of the town, and then see if that is an interest that the Commission may want to have staff form a Working Team on to start getting information together. He doesn't see it as having a lot of upfront staff work to get these on the agenda for discussion.

Chairman Losoff added that it would be very general and broad-based, and when it is discussed, if there is a consensus, then we'll go forward, but if it isn't worth it or it is something we don't want to get involved with, we will just drop it. John O'Brien added that the Council is wanting to have two joint meetings with Commissions annually, so an idea like an overlay in Uptown, which would be a pretty extensive project, might be one to take to Council in a joint session to make sure they are on board before moving it forward -- it would just depend on what it is. It could also be a critique of a previous meeting that doesn't take more than 30 minutes.

Commissioner Messer indicated that one he is reminded of by one on 179, is where they did not do something they were supposed to do, so he would like to focus on older projects. One that comes to mind is the trailhead parking at George Moore's new building that he has never seen, so he

would like to go through old cases to see if people who promised things for projects have actually come through with them and discuss a way to police those.

Chairman Losoff indicated that is a very good idea and now that it is somewhat slow, something like that could be very informative and educational. At one of the future meetings when it is a slow agenda, let's go back to some of the projects and see what is going on. John O'Brien noted that it would give the Commission updates on where things are, like the off-road thing on 179 that we are looking at bringing back. Commissioner Messer noted that it looks like that has been handled according to a memo on it, but it made him think of others. Chairman Losoff added that there was a string of three or four projects up and down 89A with the same developer too.

Vice Chairman Griffin indicated that he has heard some disturbing things about the 89A Route Transfer situation and it would be useful to have staff's input on where that is. It is a planning issue and he doesn't know if a meeting that was going to happen next week with the City Council on some issue with 89A or a staff presentation on options, etc., is going to happen. John O'Brien indicated that the Council discussed the Referendum issue and special election on April 12th, but he didn't know of anything else.

Chairman Losoff agreed that it would be good for the Commission to be updated at the next meeting on the turnback and what it means if it goes forward or doesn't go forward. From a planning and zoning point-of-view, either option affects the Commission; if it goes forward, how does the Commission get involved, or if it doesn't go forward, what are some of the things we can do even if we don't own the road?

No legal action was taken.

**8. Discussion/possible action regarding future meeting dates and agenda items:
(5 minutes 6:30 – 6:35 p.m.)**

Thursday, April 28, 2011	– 3:30 p.m. – Work Session
Tuesday, May 3, 2011	– 5:30 p.m. – Regular
Thursday, May 12, 2011	– 3:30 p.m. – Work Session
Tuesday, May 17, 2011	– 5:30 p.m. - Regular

Mike Raber suggested canceling the May 17th meeting, because there will be a dress rehearsal with the Citizens Steering Committee that afternoon and it would be better to have that open. Commissioner Hadley indicated that he would rather attend the May 19th meeting and see the real deal, and Chairman Losoff noted that the Commissioners could also attend the dress rehearsal, if they didn't want to wait until the 19th.

Mike added that there also is no work session item on the 12th; however, John O'Brien asked if the Commission wanted to put some of the discussion topics on that agenda. Chairman Losoff asked what is coming up on the 3rd and John O'Brien indicated that is the C-Market and 90 minutes have been set aside for that item, plus there is one other item on that agenda. The 28th is the work session for the C-Market and an introductory work session for a religious institution on Roadrunner Drive called the Sedona Temple; however, the Commission won't get the Sedona Temple Conditional Use Permit until June 7th for action.

John O'Brien suggested a May 12th work session to discuss some of the discussion items that were raised tonight; however, it was determined that several Commissioners wouldn't be available on May 12th, so the Chairman indicated that meeting would be canceled.

John O'Brien then suggested starting the discussion items in the June 2nd work session; June 7th is the public hearing for the Sedona Temple, or we could add it to the June 7th agenda. Vice Chairman Griffin asked if that is in a subdivision and John O'Brien indicated yes. The Vice Chairman then asked if that is one from before and John O'Brien indicated no, but there have been some enforcement issues on that property and they now want a Conditional Use Permit for a religious institution.

Chairman Losoff summarized that we are scheduled for a work session on April 28th and a public hearing on May 3rd, and then we won't meet again until June 2nd for a work session. John O'Brien noted that will be a regular work session for the Sedona Temple plus some of the discussion items.

The Chairman asked if a work session is needed for the Temple and staff indicated yes. Vice Chairman Griffin commented if the Temple is going to come through then, because we will have a preliminary work session on that. Chairman Losoff then stated that we have a work session on the 2nd and a meeting on the 7th, and in one of those two meetings, we will have the feedback on the projects.

9. Adjournment (6:35 p.m.)

Chairman Losoff called for adjournment at 6:03 p.m., without objection.

I certify that the above is a true and correct summary of the meeting of the Planning & Zoning Commission held on April 19, 2011.

Donna A. S. Puckett, *Recording Secretary*

Date